



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
1<sup>st</sup> BATTALION, 3D US INFANTRY REGIMENT (THE OLD GUARD)  
216 JACKSON AVENUE  
JBM-HH, VA 22211

ANOG-LI

20 October 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #17: Adoption of Caisson Horses

1. Purpose. This policy letter articulates the Standing Operating Procedures for the adoption of The Old Guard's Caisson horses.

2. Background. Caisson Horses are essential elements of the memorial mission of the 3d U.S. Infantry Regiment The Old Guard. When a horse's tenure of service ends with The Old Guard, consideration is first given to providing such horse to other military equestrian units to further serve the Nation. In the event that it is not feasible to provide the horse to a military unit based upon such operation factors as the health and wellbeing of the retiring Caisson horse, consideration is next given to providing the retiring Caisson horse to a sanctuary, therapeutic riding program, or to a private party through adoption.

3. Applicability. The procedures listed below explain the mechanics of the adoption program. These steps serve to protect both the US Army and the retiring Caisson horse after its service to the Nation. Failure to follow these procedures, however, may result in the termination of the adoption program, and processing of all retiring Caisson horses through the Defense Reutilization and Marketing Office (DRMO) system.

4. Adoption Procedures and Requirements.

a. A committee will convene to determine final approval on applications to adopt retiring Caisson horses. The committee will be comprised of one president, four members from The Old Guard command or designees thereof, and an equine specialist. This committee will convene as required to determine outcomes of identified Caisson horses that meet the criteria for adoption. Identification of adoption eligible, retiring Caisson horses will be made by the Caisson Platoon Leader in conjunction with the Joint Base Myer-Henderson Hall (JBM-HH) Veterinarian. The committee proceedings will be formal in nature and closed to the public.

(1) President: Commander, 1<sup>st</sup> Battalion, 3d U.S. Infantry Regiment (The Old Guard)

(2) Member: Command appointed representative for Commander, 3d US Infantry Regiment (The Old Guard)

ANOG-LI

SUBJECT: Policy Letter #17: Adoption of Caisson Horses

(3) Member: Commander, Headquarters and Headquarters Company, 1<sup>st</sup> Battalion, 3d U.S. Infantry Regiment (The Old Guard)

(4) Member: Caisson Platoon Leader or Caisson Platoon Sergeant

(5) Member: JBM-HH Veterinarian

b. The preferred course of action for the disposition of a retiring Caisson horse is adoption. In the furtherance of this goal, The Old Guard will expend significant efforts to coordinate and obtain a qualified adopting recipient. However, should adoption prove unfeasible, the horse may alternatively be processed through the DRMO system.

c. Below are the chronological steps required for adoption of a retiring Caisson horse.

(1) The Caisson Platoon Leader and the JBM-HH Veterinarian will determine when a retiring Caisson horse should be adopted. Upon this determination that a horse is adoption-eligible, the Caisson Platoon Leader will notify the adoption committee through formal memorandum. The Caisson Platoon Leader will further notify any potential adopters regarding the retiring Caisson horse through procedures outlined in paragraph 4c (2), below.

(2) To avoid any perception of favoritism, The Old Guard's internet website and Facebook page will be used as medium to disseminate the information that a US Army Caisson horse is retiring and is available for the adoption. The Old Guard's internet website and Facebook page will contain the procedures for the interested parties to take for the submission of an application. Interested parties will have 50 days to submit a Caisson Horse Adoption Application.

(3) The Old Guard will convene the committee identified above between day 61 and day 75 after notification of potential adopters. The committee will thereafter communicate its decision through the committee president to the following parties: the identified adopter, U.S. Army Military District of Washington (MDW) G/J3, G/J4, Chief of Staff, and Commanding General.

(4) The identified adopter will be provided a memorandum for record stating the committee's decision. The adopter will further be advised that coordination is required to transfer the ownership of the retiring Caisson horse officially, and that such transfer must take place within 30 days of notification of the committee's decision (Day 105). If the primary adopter does not retrieve the retiring Caisson horse within 30 days of such notification, then an alternate adopter will be notified of selection to adopt a retiring

Caisson horse. The alternate adopter will further be advised to secure possession and care of the horse within 30 days (Day 135).

ANOG-LI

SUBJECT: Policy Letter #17: Adoption of Caisson Horses

(5) In accordance with Title 10, U.S. Code Section 2583, The Old Guard will report to the MDW chain of command when a US Army Caisson Horse has been officially adopted. MDW will then report the adoption to HQDA Secretariat to ensure 10 U.S. Code Section 2583 reporting requirements are completed.

#### 5. Adoption Application Procedures and Requirements.

a. Parties interested in adopting retiring Caisson horses will provide a written application in accordance with the instructions posted on The Old Guard's website and Facebook page.

b. The Adoption application must include the following:

(1) Administrative information regarding the prospective adopter;

(2) Detailed information on the adopter's background as it pertains to his or her experience as the owner of horses and other farm animals;

(3) The applicant's reason for wanting to adopt;

(4) The intended use for the horse;

(5) Detailed description and photos of locations the horse will be housed including, but not limited to:

(i) Barns

(ii) Stalls

(iii) Turnout lots

(iv) Run-in shelter

(v) Type of fencing used to contain horses

(6) Specific knowledge and experience of the applicant as it pertains to daily equestrian care, equestrian medical care requirements, horse riding experience, and horse training experience.

(7) Applicant will also provide personal and professional references from veterinarian, ferrier, horse trainer, and any other person deemed appropriate to make a recommendation on behalf of the prospective adopter.

c. The adoption of a retiring Caisson horse is conditioned upon the acceptance of both the terms of adoption, and release of liability as set forth in the "Caisson Horse Adoption Application."

6. Non-Adoptive Procedures and Requirements.

a. If, after efforts have been made to secure a retiring Caisson horse's adoption but such adoption fails, or is either not feasible or supportable; the Caisson Platoon Leader will make the recommendation to the Regimental Commander regarding alternate options available for the horse's retirement. The Caisson Platoon Leader is to make such recommendation after consultation with JBM-HH Veterinarian and should address such options as processing the horse's retirement through DRMO, or provision to a sanctuary or therapeutic riding program.

b. In lieu of selecting an adopter for a retiring Caisson horse, the adoption committee reserves the right to either send the horse to a horse sanctuary or for utilization in a therapeutic riding program. If the adoption committee decides to contribute a retiring Caisson horse to a therapeutic riding program and more than one program requests the horse, then the committee will vote to determine which program the horse will be placed.

c. Below are the chronological steps required for retiring a Caisson horse when adoption is not utilized (Non-Adoption).

(1) Another state or federal agency accepts use and care of the retiring Caisson horse.

(i) A state or Federal agency must first be identified by the Caisson Platoon as suitable for the horse based on the needs of the gaining organization, and abilities or limitations of the horse as determined by the JBM-HH Veterinarian.

(ii) The Old Guard processes transfer paperwork through DRMO to transfer the horse to the gaining agency.

(iii) Coordination is made by the gaining agency in conjunction with the Caisson Platoon to transport the horse to the gaining agency.

(2) Therapeutic Riding Program accepts use of retiring Caisson horse.

(3) Horse sanctuary accepts retiring Caisson horse.

(4) DRMO accepts accountability of the horse as excess government property.

(i) The Old Guard submits necessary documents to DRMO for the processing of the retiring Caisson horse.

(ii) DRMO processes documentation of the horse to change its status to that of "excess property," and The Old Guard maintains physical possession of the horse.

ANOG-LI

SUBJECT: Policy Letter #17: Adoption of Caisson Horses

(iii) DRMO searches for suitable state or federal agencies in need of a horse. If found, the horse is transferred to that agency.

(iv) If DRMO cannot locate a suitable state or federal agencies to accept accountability of the horse, the horse will be auctioned as excess government property on [www.govliquidation.com](http://www.govliquidation.com).

(v) The Old Guard will transfer the horse to the individual or agency with the winning bid for the horse.

7. The POC for this policy is The Caisson Platoon Leader who may be reached at 703-696-3568.

DAVID S. TAYLOR  
LTC, IN  
Commanding